

Family Investment Administration
Request for Proposals
For
Administration of the Maryland Energy Assistance Program (MEAP) and the Electric
Universal Service Program (EUSP)
FIA/OHEP/09-002-S (Re-Bid)

Questions and Responses to Pre-Proposal Conference

Question 1: Are letters of support that were received for the initial application need to be resubmitted?

Response: No, letters of support that were received for the original Solicitation do not have to be resubmitted with the new Proposal.

Question 2: Does Company Literature, Job Descriptions, Table of Organization, List of State Contracts, audited financial statements and any document(s) that can be used to demonstrate requisite responsibility and stability have to be re-submitted?

Response: Yes, all Company Literature, Job Descriptions, Table of Organization, List of State Contracts, and all information that can be used to demonstrate requisite responsibility and stability which include audited financial statements (for Offeror only) for the past three years; Dunn & Bradstreet report and rating; Line of credit from a financial institution approved by the State Treasurer, and evidence of adequate working capital must be Resubmitted with the new Proposal.

Question 3: Will turnaround time for the closing date and time be adjusted depending on public notification of the questions and responses?

Response: Yes, See Addendum #1, Important Notice – Key Date Change.

Question 4: There is no mention in the RFP of transition for terminated Offerors, is there a transition plan in place?

Response: A transition plan will be developed once the notice of award has been announced. As part of the transition plan there will be no interruption in service.

Question 5: Are there any required number of hrs/week, presentations, mailings, etc. to base a fee or do we let you know what it will cost us, then the fee is negotiated?

Response: This is a competitive procurement process, therefore prices are not negotiated. Each Offeror develops their own plan.

Question 6: In reference to Attachment GG of the RFP (OHEP Annual Outreach Plan), it was stated "no income or dollar amounts should show in the Technical section of this RFP". The question is, under the Special Planned Outreach Activities section, what should be placed after the question regarding Total Funds used?

Response: There should not be any dollar amount placed on Attachment GG. Leave Total Funds blank. Percentages can be used.